



# Job Profile

## School Librarian

**Date: March 2022**

### **Job context:**

Saint Cecilia's Church of England School is a co-educational Church of England comprehensive school for pupils aged 11-18 years in the Diocese of Southwark and the London Borough of Wandsworth, specialising in the teaching of music and mathematics. There are 150 pupils in Year, with potential to increase to 180 as the school expands. There are now over 1,000 pupils on roll, including approximately 200 in the Sixth Form. This job profile reflects the vision, aims and policies established by the School's Governing Body.

### **Job purpose:**

- To manage the School Library/Information Centre.
- To develop the School Library/Information Centre resources and establish policies to offer high quality learning support to staff and pupils in consultation with Curriculum Team Leaders and Senior Leaders.
- To plan and implement strategies to ensure that the Information Centre remains a vital and essential focal point of Learning in the school.
- Ensure that all pupils and students are effective users of both book and electronic information sources by developing a programme of study skills sessions with teaching and support staff.
- To manage the School Library/Information Centre's annual budget, supervise stock selection and revision, administer and develop the use of the computerised management system, and monitor and evaluate the use of the Library through the systematic acquisition of relevant statistics.
- To manage and supervise the Assistant Librarians and ensure their work contributes to the development of the School Library/Information Centre.
- To undertake any additional duties or responsibilities as reasonably determined by the Headteacher.

### **Accountable to:**

- A member of the school's Leadership Team

## **KEY TASKS**

### **Policy and Leadership**

- To oversee and supervise the day-to-day organisation of the School Library/Information Centre.
- To meet regularly with line manager to discuss School Library/Information Centre developments.
- To develop and implement policy for the School Library/Information Centre in the context of the School Development Plan, and communicate this appropriately to all staff and users.
- To attend Middle Leadership Meetings, and Department meetings where appropriate, to advise on issues relating to the School Library/Information Centre.
- To work with relevant external partners to widen the availability of resources to staff and pupils.
- To comply with Health and Safety rules and safe working practices to safeguard all staff and users of the School Library/Information Centre.

### **Management of Teaching and Learning**

- To maintain an appropriate working environment for all users.
- To manage the role of the School Library/Information Centre as both a working environment for classes and small groups, and as a place for individual research.
- To establish procedures with staff and pupils which clearly define responsibilities while working in the School Library/Information Centre.
- To respond to departmental and individual requests and to be proactive in making suggestions concerning alternative approaches to learning, study skills and the acquisition of information.
- To plan and implement induction courses for new staff and pupils.
- Investigate, plan and implement strategies for improving reading habits among pupils.

### **Management of People**

- To line manage and contribute to the professional development of the Assistant Librarians and other staff as directed by the Headteacher.
- To lead and manage meetings, recording action points and outcomes as appropriate.
- To develop effective communication and excellent working relationships with colleagues, parents and other agencies as appropriate.

### **Management of Financial and Physical Resources**

- To manage the School Library/Information Centre budget.
- To oversee the resourcing of the School Library/Information Centre.
- To adopt strategies to maintain the fabric and contents of the School Library/Information Centre.
- To supervise School Library/Information Centre displays, publications and book and non-book promotions.

### **Evaluation and Quality**

- To monitor the effectiveness of the School Library/Information Centre as focal point of learning in the school.

- Undertake regular user surveys and maintain statistics on use by classes, small groups and individuals.
- Produce an annual report for the Headteacher and Leadership Team.
- Undertake appropriate training to support personal continuous professional development and that of the School Library/Information Centre.

#### **Administration**

- To maintain stock inventories, update the contents of the computerised management system, deal with lending issues (including overdue and lost stock and under-use of resources) and provide a stationery service to pupil users.

#### **Training**

- To undertake any training courses or in-house training relevant to the post.

#### **General**

- To dress appropriately and in accordance with the school support staff dress code.
- To help maintain a good working atmosphere where work is completed correctly and promptly.

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